

**Middle School Initiative**

**PART I  
COVER SHEET**

**CAP 6 SEMESTER 1 WEEK 17**

**COURSE:** Cadet Commander and Advisor Staff Duty Analysis, Achievement 16

**LESSON TITLE:** Maintain a Log as Cadet Commander

**LENGTH OF LESSON:** 50 Minutes

**METHOD:** Performance - Discussion

**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume III, Chapter 15
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 20-1, *Organization of Civil Air Patrol*, Part IV, 29 May 00
4. CAPR 52-16, *Cadet Program Management*, Chapter 2, 31 Dec 98
5. CAPR 123-2, *Complaints*, 1 Sep 99

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):** None

**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet to maintain a log of staff meetings, problems encountered and how they were solved, the unit objectives, and the accomplishments with the management tools used for running the unit as part of the log.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will develop and maintain a log of the unit objectives, meetings, problems encountered and how they were solved, and his or her accomplishments.

**AFFECTIVE OBJECTIVE:** N/A

**AFFECTIVE SAMPLES OF BEHAVIOR:** N/A

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### **PART II TEACHING PLAN**

#### **Introduction**

**ATTENTION:** As we continue with our final achievement staff duty analysis, it is important that the cadet commander provide a summary of the duties and responsibilities of the position cadet commander and advisor.

**MOTIVATION:** I am sure that you will realize that being a commander, at any level, is not as easy as it appears. One of the tools used is the log of events. This will provide a record of the meetings, problems encountered and how they were solved, the unit objectives, and your accomplishments. Sometimes something that has been done previously will help with the current situation.

**OVERVIEW:** In Achievements 12 through 16, Staff Duty Analysis is part of executive training. As we continue the last achievement staff duty analysis, each cadet learns the various duties associated with the cadet command and advisor beginning with preparing a log to help keep track of the duties and responsibilities.

**TRANSITION:** Let's begin.

#### **Body**

**MP 1** If there is advice appropriate to give a new commander, it might be summarized by saying, "have confidence in yourself and trust others." Self-confidence comes with experience. Your selection as cadet commander is based upon your proven capabilities. At every point in the past, you successfully advanced and achieved the goals of cadet responsibilities commensurate with that position. As commander, things are essentially the same. Cadets want their commander to succeed, for their squadron to be recognized for its achievements, and to have pride in their unit. As commander, you can help much, but you and other cadets truly do the necessary actions to achieve unit goals. See Handout 2 - Insights and Helpful Hits, from our first staff duty analysis for cadet commander, for suggestions that may be helpful as you learn to be a cadet commander.

**MP 2** **Instructor's Note:** Have the cadets develop and maintain a log of staff meetings, problems encountered and how they were solved, the unit objectives, and his or her accomplishments. The management tools used should be a part of the log. Once the cadets have developed the log, have them discuss the entries and why they felt it was important that the item be included in the log. The cadets should maintain the log for the remainder of the school year.

## Conclusion

**SUMMARY:** We have continued looking at the duties of a cadet commander and advisor by developing and maintaining a log of actions and problems encountered as well as the unit objectives and personal accomplishments.

**REMOTIVATION:** During this achievement you are learning the various duties of the cadet commander and the role of the advisor as outlined in *Leadership: 2000 and Beyond*, Chapter 15. This is the last achievement before we prepare for the Eaker Award and then the prestigious Spaatz Award.

**CLOSURE:** Next, we will continue with the Aerospace Education chapter review.

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**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson was for each cadet to maintain a log of staff meetings, problems encountered and how they were solved, the unit objectives, and the accomplishments with the management tools used for running the unit as part of the log.

**LESSON QUESTIONS:** None